

INFORMATION BULLETIN

WELFARE-TO-WORK

Number: WB99-64

Date: December 17, 1999
Expiration Date: 12/31/00
69:133:cg:3379

TO: SERVICE DELIVERY AREA ADMINISTRATORS
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS
WELFARE-TO-WORK 15 PERCENT SUBGRANTEES
DOL WELFARE-TO-WORK 25 PERCENT SUBGRANTEES
COUNTY WELFARE DIRECTORS
CALIFORNIA DEPARTMENT OF SOCIAL SERVICES STAFF
EDD EXECUTIVE STAFF
WORKFORCE DEVELOPMENT BRANCH STAFF

SUBJECT: QUARTERLY REPORTING REQUIREMENTS FOR PERIOD ENDING
DECEMBER 31, 1999

The purpose of this information bulletin is to provide the Welfare-to-Work (WtW) reporting deadline for the quarterly Summary of Expenditures reports and the monthly Interim Participant Reports for Federal Fiscal Years 1997/1998 and 1998/1999 WtW funds.

All WtW reports for the period ending December 31, 1999, are due to the Job Training Partnership Division (JTPD) no later than January 20, 2000, and must be submitted in accordance with Department of Labor (DOL) Training and Employment Guidance Letter (TEGL) 11-97, Change 1. The Summary of Expenditures reports must be submitted for both program years.

The WtW State-Approved Local Training (SALT) funds are to be reported separately on the Summary of Expenditures report. To report SALT expenditures, enter the entire SALT expenditures on the "Total Administration" line (Section III, Item 2). Then, enter the "Total Administration" amount on the "Total WtW Expenditures" line (Section III, Item 4) of the report. Finally, enter the breakout of the "Total WtW Expenditures" and appropriately categorize this amount amongst the "Total Required Beneficiaries" and "Total Other Eligibles" line (Section III, Items 4a and 4b). The SALT administration expenditures are not calculated toward the local-level administration limit of 13 percent. Please refer to WtW Directive WD99-10, dated October 21, 1999, prior to completing the Summary of Expenditures report.

To better assist the quarterly expenditure reporting process, JTPD has provided a list, indicating year of allocation (YOA) and grant code for the federal fiscal year that funds were released by the DOL.

Since the 1998/1999 federal fiscal year funds were released on July 16, 1999, and because July 16, 1999, is in the current 1999/2000 state fiscal year, **YOA 99** is to be used for local reporting purposes. The chart below identifies the information to be entered on the Enter Summary of Expenditures (ESER) screen of the Job Training Automation (JTA) system.

YOA	Grant Code
97	800
99	801
97 and 99	815 (SALT)

If you have any questions, contact Leah Pears of the Financial Management Unit at (916) 654-8295 for quarterly expenditure reporting, and Ed Flores of the Data Analysis Unit at (916) 654-8285 for monthly participant reporting

/S/ BILL BURKE
Assistant Deputy Director